

PART 3

HOW TO USE THE PAY-AS-YOU-THROW (PAYT) WORKSHEETS



INTRODUCTION

The following worksheets are designed to help your municipality work through the different design issues surrounding the implementation of PAYT program. Upon completion of these worksheets, you will have established the following elements of your program:

- Program goals and objectives
- How to facilitate the decision-making process
- Type of program (bags, tags, container)
- Rate structure
- Implementation parameters

The following worksheets are included:

Worksheet #1: Identifying Program Goals
Worksheet #2: Municipal Profile
Worksheet #3: Political Considerations
Worksheet #4: Container and Pricing Choices
Worksheet #5: Rate Structure Design
Worksheet #6: Potential Barriers
Worksheet #7: Public Outreach
Worksheet #8: Implementation Checklist
Worksheet #9: Monitoring and Evaluation

Worksheets #1, 3, 4 and 6 should be filled out by various stakeholders. For instance, if you have formed an Implementation Committee, members of the committee should be asked to fill out these questionnaires. If you haven't formed an Implementation Committee, seek out both decision-makers and interested community members. The worksheets could be filled out together at a meeting, forming the basis for discussion. Worksheets #2 and 5 are primarily information gathering in nature, and could be filled out by one or two people who conduct the necessary research. The results can be shared subsequently with others and their findings applied to program design decisions. Worksheet #8 can be referred to as a general guide during implementation, while Worksheet #9 provides guidance on how to monitor the program once it is implemented.